

DETAILED INSPECTION CHECKLIST

FA SC STMT TEXT

280 FOREIGN DISCLOSURE

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280 01 ADMINISTRATION

280 01 001 Does the Commanding Officer have a Delegation of Disclosure Authority Letter (DDL) from DC PP&O, DIRINT or a senior command?

Reference

MCO 5510.20B, par 4b(1), (2), and (3)

280 01 002 Has the Commanding Officer appointed a Designated Disclosure Authority (DDA)/Foreign Disclosure Officer (FDO) in writing?

Reference

Navy Foreign Disclosure Manual, par 10107, MCO 5510.20B,
par 4b(4)

280 01 003 Is the assigned FDO a US Citizen, a civilian employee, GS-11 equivalent or above, or a military officer (senior enlisted personnel on a case-by-case basis with approval from DC PP&O or DIRINT)?

Reference

MCO 5510.20B, par 4b(4)

280 01 004 Does the FDO have sufficient authority, and staff to manage the program for the command?

Reference

MCO 5510.20B, par 4b(4)

280 01 005 Is the FDO familiar with IG Checklist 280 and is he/she prepared to assist Command Inspectors General with inspections of subordinate units when tasked?

Reference

MCO 5510.20B, par 4b(5)

280 01 006 Does the assigned FDO have a copy of or access to National Disclosure Policy (NDP-1)?

Reference

MCO 5510.20B, par 4b(9)

280 01 007 Is the primary DDA/FDO the subject of a Single Scope Background Investigation (SSBI), favorably adjudicated within the last 5 years?

Reference

MCO 5510.20B, par 4b(4)

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- 280 01 008 Has the Commanding Officer appointed a Foreign Disclosure Point(s) of Contact (FDPOC/FDR) in writing, with appropriate security clearances, to assist the FDO, as needed?
Reference
MCO 5510.20B, par 4b(7)
- 280 01 009 Does the Command have access to applicable Foreign Disclosure orders, directives, and instructions, i.e., MCO 5510.20B; SECNAVINST 5510.34A; Navy Foreign Disclosure Manual; DODD 5230.11; DODD 5230.20; NDP-1?
Reference
MCO 5510.20B, par 4b(9)(h)
- 280 02 FOREIGN VISITS
- 280 02 001 Does the Command receive official visits from foreign government or international organization representatives? If yes, does the command have local policy in place to track, manage, and document foreign visits?
Reference
MCO 5510.20B, par 4c(9)(h)
- 280 02 002 Is the Command DDA and/or FDPOC included in the planning process for foreign visits to ensure that all materials and information to be disclosed have been properly identified and reviewed before the visit takes place?
Reference
MCO 5510.20B, encl (5), par 3h
- 280 02 003 If the Command is located in the United States, does the FDO, Foreign Disclosure Point of Contact (FDPOC), or other person in the command have an account for the DoD Foreign Visits System (FVS)?
Reference
DODD 5230.20, par 4.7, MCO 5510.20B, par 4b(10)
- 280 02 004 If the Command is located outside the United States, and not required to use FVS, does the FDO ensure that all information to be disclosed during foreign visits is properly reviewed and that all disclosures are properly documented?
Reference
MCO 5510.20B, par 4b(10)
- 280 02 005 Does the FDO/FDPOC or other person in the command (if in the U.S.) access the FVS regularly?
Reference
MCO 5510.20B, encl (5), par 2b(1)

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- 280 02 006 Does the command use the Foreign Visits System-Confirmation Module (FVS-CM) to track all one-time and recurring foreign visits hosted by the command?
Reference
DODD 5230.20, par 4.8, MCO 5510.20B, par 4b(10) and encl (5), par 4a
- 280 02 007 Are procedures in place identifying entry points at which foreign visitors will be checked in on FVS-CM?
Reference
MCO 5510.20B, par 4b(12)
- 280 02 008 Is a Contact Officer/escort assigned for each one-time or recurring visit to control the activities of the foreign visitor and ensure that all disclosures of CMI or CUI are strictly in conformance with disclosure guidance?
Reference
MCO 5510.20B, par 4b(13)
- 280 03 FOREIGN DISCLOSURE
- 280 03 001 Has the Commanding Officer established and maintained, at the lowest supporting level, local standard operating procedures, directives and guidance regarding foreign disclosure?
Reference
MCO 5510.20B, par 4b(12), and 4c(9)(h)
- 280 03 002 Does the command FDO/FDPOC coordinate all foreign disclosure reviews with originators of the information, as well as all interested stakeholders?
Reference
MCO 5510.20B, par 4b(3)
- 280 03 003 Does the command have a system in place to document and track all Foreign Disclosure Reviews/decisions?
Reference
MCO 5510.20B, par 4b(15) and 4c(9)(a)
- 280 03 004 Has the command FDO been actively involved in the planning and execution phases of exercises, operations, training, and acquisition programs and provided appropriate written foreign disclosure guidance to U.S. participants?
Reference
MCO 5510.20B, par 3b(6)

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- 280 03 005 If the command has Foreign Liaison Officers (FLO) or Personnel Exchange Program (PEP) personnel assigned, has the Commanding Officer appointed a Contact Officer in writing for each FLO and/or PEP assigned to that activity and is the appointment letter maintained and on file per the applicable DDL?
Reference
DODD 5230.20, par 46, MCO 5510.20B, par 4b(11) and encl (6) par 1b(1)
- 280 03 006 Has the Contact Officer signed a Contact Officer Acceptance Letter per the applicable DDL and does the command have the letter on file?
Reference
MCO 5510.20B, encl (6), par 1b(2)
- 280 03 007 If the command has FLOs or PEPs assigned, are Contact Officers subject matter experts on the contents of the DDL and the Foreign Visit Request (FVR) and do the Contact Officers provide guidance to all personnel who will have contact with the assigned foreign personnel?
Reference
MCO 5510.20B, encl (6), par 2b
- 280 03 008 If FLOs are assigned to the command, does the Contact Officer coordinate all visits outside the FLO's permanent duty station with the host commands, ensure one-time or recurring foreign visit requests are in place, and ensure appropriate foreign disclosure guidance has been passed to Contact Officers at the host command?
Reference
MCO 5510.20B, encl (6), par 2e
- 280 03 009 If PEPs or FLOs are assigned to the Command, do the Contact Officers provide proper turnover with replacement Contact Officers and notify the chain of command about possible gaps in coverage by a Contact Officer?
Reference
MCO 5510.20B, encl (6), par 2f
- 280 03 010 Has the FLO or PEP officer signed the appropriate "Understanding of Conditions and Responsibilities Letter" per the applicable DDL and does the command have the letter on file?
Reference
MCO 5510.20B, encl (6), par 1b(3)
- 280 04 TRAINING AND EDUCATION
- 280 04 001 Has each FDO and or FDPOC completed mandatory training prescribed by PP&O and local command policy and are training certificates on file?
Reference
MCO 5510.20B, par 4b(8)

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- 280 04 002 If applicable, has the Command's Contact Officer(s) for assigned FLOs and/or PEP officers completed training in accordance with local policy and MCO 5510.20B?
Reference
MCO 5510.20B, encl (5), par 2b(1)
- 280 04 003 Does the command include foreign disclosure awareness/indoctrination as part of their overall awareness training at least annually?
Reference
MCO 5510.20B, par 4b(14)